

RESTRICTED

Acting Personnel Director

5 March 1952

Chief, Personnel Division (O)

Revised Personnel Procedure dated 18 February 1952, "Submission of Personnel Actions to Machine Records Branch"

1. We have reviewed the above-mentioned procedure and put it into effect on 26 February 1952. The procedure is well written, exceptionally clear, and easy to follow.

2. We have elaborated on the procedure by adding an extra column showing the office of the employee. A copy of this transmittal is given to the Chief, Placement Branch, PDO, for his and his staff's information. Also included on the transmittal is a list or description of any other material being sent to Machine Records. You will note on the attached copy the statement, "This is the February cut-off batch." This statement has been added to inform Machine Records that this is the last material to be included for the month of February. It is suggested that the above-mentioned be incorporated in the final procedure.

3. The transmittal and material are being hand carried to Machine Records as journals are prepared.

25X1A9a

Attachment

Distribution:

Orig. & 1: Addressee
1: Chief/PDO ✓
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